

程序代写代做 CS编程辅导

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Week 2 Presentation Skills
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Recap from last week

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Quick quiz

What is the role of the consultant?

- A) problem solver

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- C) implementer

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- D) coach

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- E) best friend

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- F) subject-matter expert

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Outline

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- A Framework for Understanding the



Communication Cycle in Presentations

Presentation Mechanics: HumanE
Presentations

- Transformational Presentations: Magic

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Ingredients to Create Change

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- The Non-Verbal Dimension to Presentations

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- Presentation Design

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- Preparing to Present

Exercise: Elevator Pitch!

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*What is the most difficult message
you had to convey? Why?*
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Good vs Bad Presentation

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<https://www.youtube.com/watch?v=V8eLdbKXGzk>.
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Think about the boring presentation you've ever had to sit through.

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In your opinion, what made it

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boring?

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Before doing a presentation

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- Must we do a presentation? Can't we achieve our goals a better way?
 - How about an email followed by a phone conversation for Q&A?
 - Presentations require considerable time and effort so only do it if you must



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A Cyclical Framework for Communication

HumanE Presentations

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Recall that boring pres



What was the presenter feeling? Was it nerve-wracking?

What was the audience feeling? Was it excruciating? Embarrassing?

Biggest challenge?

- Can I sit through the presentation without falling asleep (or losing the will to live)?

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These are inhumane experiences, we want to make it humane!
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Note: boring presentations make people unhappy and uncomfortable which means they won't engage in the information

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How can we avoid inflicting suffering on our audience? Not because we are trying to be nice but because we want our presentation to be effective!

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Partition

Pause

Process

Meaning

Movement

Mood

Language

Choice

Difference

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The Mechanics of Presentations

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Partition

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- What
 - Break into manageable units
- Why
 - Because humans can't pay attention for long periods otherwise their minds will wander and they will lose focus. By breaking up the information you enable audience to build understanding piece by piece – which allows for focus to be sustained over longer periods of time
- How
 - Break your presentation into logical sections of content – e.g., 3 to 4 chunks of information per hour with two to three important pieces of information in each chunk
 - Mix delivery mode, information type, presentation technique, presenter but align to outcome
 - Find a different way to present each section of information so you keep engagement high
 - First: background; second; news bulletins; third: photographs and video
 - Second: audience analyses some data as part of group exercise;
 - Third: powerpoint slides presenting some critical information
 - Fourth: switch presenters, talking about what happens next



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Pause

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- What: Pause frequently during presentation so audience can absorb information
- Why: humans can't read and listen effectively at the same time, pausing gives you chance to think about and prepare how to deliver new information, don't use 'umm' as it kills audience's confidence in you
- How: If you hand out paperwork, give them time to assess whether to read or not and perhaps skim, don't keep going while audience is trying to read documents as they can't listen and read at the same time
- Every time you put up a slide, pause to let your audience read / process
- Unless you are trying deliberately to put all the material on slides (e.g. for examination purposes as I am doing here), you should avoid reading what's on the slide as audience will do one, not both

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Process

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- What: Give people time to process each new segment or piece of information
- Why: Simply hearing your ideas is not enough, they need time to think about it, reflect on it, and connect to their own experiences
- How: Look at the key messages you want to deliver and the audience to remember, then find a way for them to process this **Assignment Project Exam Help**
- Methods of processing:
 - Get audience to talk amongst each other so they understand content
 - Get your audience to reflect
 - Get your audience to write down their thoughts
 - Get your audience to give examples of how the content applies to their circumstances
- Build processing time into presentations

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Meaning

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- What:
 - Enable audience to make connections and contextualize information so it is real, relevant and memorable
- Why:
 - For information to be real, relevant and memorable, the audience must be able to create connections and develop context
 - Tie the information to something relevant to the audience otherwise hard to remember
 - Explain context, why does your audience need to know about this?
- How
 - How will my content benefit the audience? How can it help them be more successful in their role? What if they don't understand this information? What's the impact?
 - Audience must always see relevance of what you are saying in relation to their situation



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Mood

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- What:
 - Create an environment or atmosphere that enables the audience to receive and digest the presentation
- Why:
 - When human beings are comfortable (socially, emotionally, mentally, physically) they are in the best possible state to take in, process and retain information
 - Barriers: boredom, stress, embarrassment, discomfort, etc. – these encourage audience to disagree or disengage
- How
 - Multiple factors:
 - Natural light and fresh air
 - Comfortable seating (not so comfortable they fall asleep)
 - Opportunity for people to talk to each other (send calming signals)
 - Humour, warmth, etc. in your presentation
 - Room setup is not adversarial / confrontational – U shape with audience behind tables



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Movement

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- What:
 - Find valid reasons for people to move during the presentation
- Why:
 - 'If the bum is numb, the brain is the same' – increase blood flow to brain, increases attentiveness
- How
 - Put handouts at the back of the room to collect at an opportune time
 - Setup small group discussions in a different part of the room

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Language

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- What:
 - Choose productive words and phrases to keep the mood positive and avoid using redundant words
- Why:
 - Presenters using negative words drag their audience down without realizing it
 - Waffle is another way to drag down the audience, the more simple and precise the language, the more change your audience will understand your message
- How:
 - Use clear and concise language without extraneous words to fill awkward silence
 - Avoid buzzwords, slogans, motherhood statements – they trivialize your message
 - Ask low risk questions that have more than one answer – don't play guessing games where the audience is likely to lose

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Choice

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- What:
 - Give audience some control over their destiny – makes them feel like they are part of the presentation and not subject to the presentation (avoids us vs them)
- Why:
 - If you treat audience like teenagers then they will behave that way
- How (if appropriate):
 - Let them sit where they want to (don't place name cards in advance)
 - Let them decide how long the presentation goes for
 - Let them set order of the agenda and add agenda items
 - Let them choose timing and frequency of breaks
 - Ask questions when they want to rather than end

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Difference

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- What:

- Do something different to audience expects to capture and maintain their attention



- Why:

- Surprise / intrigue demands attention and allows you to wake up the audience when they are zoned out, this gives you an opportunity to begin an effective presentation; a unique presentation is a memorable one

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- How:

- Start with a story not an agenda
 - Don't do 'ground rules'
 - Use an intriguing visual aid
 - Do something creative

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Transformational Presentations

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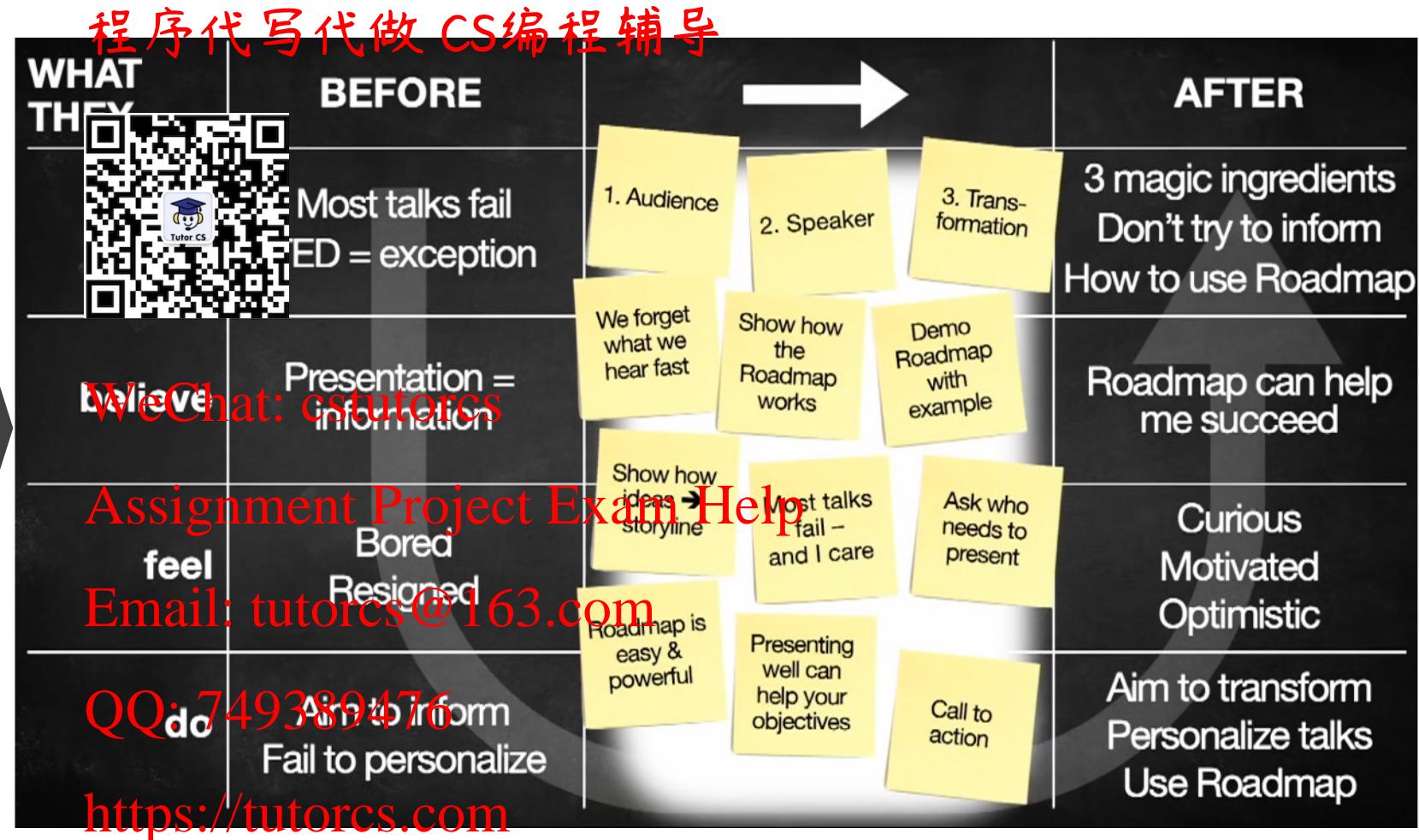
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TEDx

The 3 Magic Ingredients of Amazing Presentations | Phil WAKNELL |
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<https://www.youtube.com/watch?v=yoD8RMq2OkU>.

Audience Transformation Roadmap



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Of all the advice you have heard, what has resonated the most with you?

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How might you incorporate this advice in your
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Non-verbal expression

- The polished advertisement:
- <https://www.youtube.com/watch?v=M7Flvfx5J10>
- Behind the scenes:
- https://www.youtube.com/watch?v=oG2tO_Bcncl

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Diversity in Learning Outcome

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Designing Presentations



Know the Audience!

What is your key message?

Key message	
Main points	



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Visua



Speak their language

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A possible structure

Intro	Capture listeners' attention State purpose	
	Brief outline of the talk	
Body (number of points will vary)	Main point 1	
	Transition point	
	Main point 2	
	Transition point	
	Main point 3	
	Transition point (to conclusion)	
Conclusion	Summarise the main points/findings	
	Reiterate the purpose and demonstrate how it was met	
	Thank and invite questions from the audience	

Delivering Presentations



- Speaking Confidently
 - Overcoming apprehension and the fear of public speaking
 - Many of these butterflies are overcome with exhaustive preparation
 - Start sentences with confidence (avoid saying 'um')
 - Appropriate attire for occasion

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Delivering Presentations

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▶ Voice tone & Pace

▶ Monotone

- ▶ Reading vs. speaking

▶ Breathing & projection

- ▶ Take a deep breath before you start

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- ▶ Nervousness can make you speak quickly (so slow down)

▶ Pace & Pausing & Tempo Assignment Project Exam Help

- ▶ Voice warm ups

▶ Gestures & Movement

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- ▶ Have you rehearsed with the slides?

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▶ Emotion & Language

- ▶ If your English isn't strong then use brief points and focus on important messages



Handling Questions



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- Do you discourage questions until the end of the presentation? Why?
- What if the question is dealt with in a later slide?
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- Are there circumstances when questions should be held at the end of the presentation?
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Basic Elevator Presentation (Impromptu)

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- ▶ Key Purpose: Persuade your audience!
- ▶ Time: Approximately 1- 3 minutes
- ▶ Content: Your message
- ▶ WeChat: ~~com/tutorcs~~ to support this message
- ▶ Assignment Project Exam Help!

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Post an Elevator Pitch!



- Scenario
- You are an IT professional working in a prestigious firm
- You've heard a new opportunity for a manager role has become available and you want that role
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- You've tried to talk to your boss but he/she has not responded to your messages
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- Its 7am on a Monday morning and your Boss steps into the coffee room
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- It is just you and the Boss
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- You have maybe 3 to 5 minutes to use this time to pitch for the manager role

What did we learn?



- How (not) to give a presentation **WeChat: cstutorcs**
- How to think about a presentation **Assignment Project Exam Help**
- How to prepare for a presentation **Email: tutorcs@163.com**
- How to design a presentation **QQ: 749389476**
- The impact and outcome of a presentation
- Types of presentations **<https://tutorcs.com>**

References

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